



## **ANNUAL MEETING**

**7.30pm 21<sup>ST</sup> MAY 2025**

**STOKE PRIOR VILLAGE HALL**

## **MEETING PAPERS**

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# Humber, Ford & Stoke Prior Group Parish Council

*Chairman:*  
Cllr. Hugh Fowler-Wright  
The Cider Mill  
Humber  
Herefordshire HR6 0NE

*Clerk to the Council:*  
Allan Drew  
The Coach House  
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Councillors are summoned to the Annual Meeting of the Group Parish Council to be held on

**Wednesday 21<sup>st</sup> May 2025 at 7.30pm  
in Stoke Prior Village Hall**

which will consider the business set out in the agenda below.



Allan M Drew  
Clerk to the Council

12<sup>th</sup> May 2025

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## AGENDA

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### First business

#### 30/25 Election of Chairman

- (a) *To elect:* a Chairman for 2025-26.
- (b) *To receive:* the elected Chairman's Declaration of Acceptance of Office

#### 31/25 Election of vice-chairman

*To elect:* a vice-chairman for 2025-26

#### 32/25 Apologies for absence

*To receive:* any apologies for absence.

#### 33/25 Declaration of interests and dispensations

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Council's adopted Code of Conduct.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest, in accordance with Standing Order 25.

#### 34/25 Minutes of the last meeting

- (a) *To approve:* the minutes of the Ordinary Meeting held on 19<sup>th</sup> March 2025
- (b) *To note:* any matters for report arising from the minutes not covered elsewhere on the agenda.  
Cost of servicing the church clock at St Lukes, Stoke Prior

#### 35/25 Chairman's Announcements

*To note:* any announcements from the Chairman.

### **36/25 Public participation**

*Under Standing Order 8, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and answer questions from councillors. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

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## **Annual business – previous year**

### **37/25 Annual reports 2024-25**

- a) *To receive:* a report from the past-Chairman.
- b) *To receive:* a report from the Clerk
- c) *To receive:* reports from representatives on the Village Hall Committees.
- d) *To receive:* reports from PROW officers.
- e) *To receive:* a report from the Community Week committee

### **38/25 Statement of Accounts and Annual Return for 2024-25**

- a) *To receive:* a report from the Responsible Financial Officer
  - b) *To approve:* the Statement of Accounts for the year ended 31 March 2025
  - c) *To approve:* the Bank Reconciliation Statement for the year ended 31 March 2025
  - d) *To consider:* the Internal Audit Report and checklist
  - e) *To approve:* the Annual Governance Statement for year ended 31 March 2025
  - f) *To approve:* the Accounting Statement for the year ended 31 March 2025
  - g) *To approve:* the Period for Exercise of Public Rights for the year ended 31 March 2025
  - h) *To note:* the accounts for 2024-25 will be subject to a Limited Assurance Review by the external Auditor as Council income/expenditure for the year is above the £25,000 threshold.
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## **Annual business – forthcoming year**

### **39/25 Forward Plan**

*To consider:* managing annual Council business throughout the year rather than only at the May meeting

### **40/25 Review of assets, risk assessment and insurance**

- a) *To receive:* the list of fixed assets
- b) *To receive and approve:* an updated Risk Assessment and Management document
- c) *To receive and consider:* the RFO's report and recommendations on Insurance

### **41/25 Dates of meetings for 2025-26**

*To receive and approve:* meeting dates for the following year:

Wednesday 16 July 2025, Wednesday 17 September 2025, Wednesday 19 November 2025, Wednesday 21 January 2026, Wednesday 18 March 2026, Wednesday 20 May 2026 (Annual Meeting) all at 7.30pm.

In line with past arrangements the May 2026 meeting will be held in Risbury as will the January 2026 & March 2026 meetings. The July, September and November 2025 meetings will be held in Stoke Prior Village Hall.

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## Ordinary business

### 42/25 District Councillor

*To receive:* a report from Cllr Baker.

### 43/25 Planning Committee and Planning updates

(33) *To consider for comment:* new applications to be determined by Herefordshire Council

#### **Ford & Stoke Prior**

##### **251098 Land adjoining Croft Gate Farm, Stoke Prior.**

Application for approval of details reserved by conditions 3 & 4 attached to planning permission 20070

#### **Humber**

No new applications

(b) *To note:* updates on current planning applications

#### **Ford & Stoke Prior**

##### **242476 Railway Cottage Stoke Prior HR6 0LQ**

Proposed external insulation and render to gable end and back of house. **Approved with Conditions**

##### **250389 The Dingle Stoke Prior Lane HR6 0NB**

Application for variation of condition 2 of permission P241774/FH to allow minor alterations to the design to raise the height of the roof. **Approved**

##### **241366 Land at Lamb Inn, Stoke Prior, HR6 0NB**

Proposed change of use of the Lamb Inn Public House to use as a single dwelling house and retention of external staircase, first floor terrace and railings. **Refused**

##### **233094 Priory Farm Stoke Prior HR6 0ND.**

The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store. **Approved with Conditions**

##### **223610 Land north of Bowley Court farm**

Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective). **Undecided.**

##### **204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH**

Proposed construction of a new self-build custom home and garage  
**Undecided – on hold due to phosphates**

#### **Humber.**

##### **241806 Oak Tree View Risbury HR6 0NQ**

Proposed Conversion of Building to a self-build dwelling House **Undecided**

##### **212600 Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).  
**Undecided – on hold due to phosphates**

##### **212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.

**Undecided- on hold due to phosphates.**

##### **211802 Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687. **Undecided**

##### **193259 New House Farm Risbury HR6 0NQ**

Outline planning for proposed housing development on land at New House Farm. Pending S106 agreement. **Undecided**

#### **44/25 General Financial Matters**

*To consider:* Purchase of a replacement computer in preparation for Windows 11

*To consider:* opening an interest bearing deposit account for reserves/surplus funds

*To consider:* Salary award to the Clerk for 2023-24

*To approve:* the authorisation of payments

#### **45/25 Lengthsman & PROW**

*To receive:* update on appointing a new Lengthsman for 2025-26

*To receive:* update on current Lengthsman activities including participation in 2025-26 scheme

*To consider:* any other works required within the Group Parishes.

#### **46/25 Flood Group**

*To receive:* any update on flood prevention/mitigation initiatives

*To consider:* any plans for summer flood prevention works

#### **47/25 Current projects**

*To receive:* any updates on current projects

Traffic & Road Safety

Cllrs. Grace & Marston

Environment

Cllrs. Yair & Hinton

*To consider:* new projects for 2025-26

#### **48/25 Matters for information and future business**

*To note:* any other matters for information or future decision.

The next meeting will be on Wednesday 16<sup>th</sup> July 2025 in Stoke Prior Village Hall

The chairman will close the meeting.

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# Humber, Ford & Stoke Prior Group Parish Council

## Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 19<sup>th</sup> March 2025 at 7.30pm in Risbury Village Hall

**Present:**

**Cllr. Ken Bemand**  
**Cllr. Chris Marston**  
**Cllr. Tim Yair,**  
**Cllr. Clare Harris (from 16/25)**

**Cllr. Hugh Fowler-Wright (Chairman)**  
**Cllr. Sarah Sneyd**  
**Cllr. Janette Fullwood**  
**Cllr. James Hinton**  
**Cllr. Richard Thomas**

**Ward Councillor Bruce Baker, Clerk & RFO: Allan Drew**

**Four members of the public attended at 8.20pm for item 24/25**

**14/25 Apologies for absence**

Apologies were received from **Cllrs. Rob Pugh & Anne Grace**

**15/25 Declaration of interests and dispensations**

None received

**16/25 Co-option to vacancy following resignation of Cllr. Derek Silk in accordance with Standing Order 11(d).**

There was one application for the post of a Councillor in Humber Parish from Clare Harris of Butt Oak farm, Risbury. Council interviewed Ms Harris and then held a vote on her suitability to join the Council. She was elected unanimously, signed her Acceptance of Office and joined the Council.

**17/25 Minutes of previous meetings**

The draft minutes of the meeting held on 15 January 2025 were approved and signed by the Chairman

**18/25 Chairman's announcements**

The Chairman announced that-

The Advertising Manager for the Pump, Chris Blum, is moving house and has resigned his position. The Chairman would like all Councillors to ask around their network if anyone would take on the role. Council thanked Mr. Blum for his excellent work in securing valuable advertising for the Pump and noted that, in the year just ending, had exceeded the budget

**19/25 Public participation**

*Under Standing Order 8, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

No members of the public present

**20/25 District Councillor's report**

To receive: a verbal update from the Ward Councillor

Cllr. Baker provided the following information-

- The Government's Devolution Plans continue to be a key issue. Herefordshire believes it is working well as an Authority and will be cautious about combining with other adjacent Local Authorities.
- An addition to the Code of Conduct is in prospect dealing with Civility & Respect. The detail is not yet clear but all principal Authorities will have to adopt the updated Code and in due course this change will also be required of Parish Councils.
- A visit to Balfour Beatty's gritting operation at Rotherwas had been attended by a number of County Councillors. It had been an impressive visit and Councillors were shown the range of machinery used and the very specific and detailed weather forecasts which underpinned the decisions made on when gritting was necessary.

- Herefordshire is keen to establish how many empty homes there are in the County and where they are located. An initiative to purchase suitable such homes and use them in effect as Council houses is underway.
- A Care Quality Commission visit is planned for Adults & Social Care in the near future.
- The County's Minerals & Waste Plan (draft) has been challenged by the NFU in the courts. This challenge has been dismissed
- A new officer has been appointed to deal with S106 funds
- The status of NDPs is in question. An update may be required. (Note: recent advice from Herefordshire Strategic Planning team suggests that NDPs will be unable to progress due to lack of an up-to-date Local Plan and Housing land supply under 5 years).

Some Councillors thought that Class Q for farmers might come more to the forefront of development.

Cllr. Sneyd asked about the problems of drains in Poplands Lane but Cllr. Baker said he had not had a response.

Cllr. Hinton asked about progress with the by-pass and Cllr. Baker replied that the first stage – Southern Link Road – is almost ready to proceed and likely to start within the next year.

## 21/25 Planning Committee and planning applications update

**(a) To consider for comment new applications to be determined by Herefordshire Council.**

### **Ford & Stoke Prior**

**242476 Railway Cottage Stoke Prior HR6 0LQ** Proposed external insulation and render to gable end and back of house

Council discussed this application and agreed to support the application. The Clerk submitted the following comments in line with the Council's discussion-

*Humber, Ford & Stoke Prior Group Parish Council discussed this application at its meeting on 19 March 2025. After discussion it was agreed that this application would be SUPPORTED subject to a satisfactory choice of materials. If minded to approve the application, the planning officer should insert a condition requiring a sympathetic choice of materials in keeping with the original character of the cottage and the neighbouring properties.*

**250389 The Dingle Stoke Prior Lane HR6 0NB** Application for variation of condition 2 of permission P241774/FH (Proposed demolition of lean-to's and construction of rear extension together with minor alterations) to allow minor alterations to the design to raise the height of the roof.

**Cllr. Baker informed Council that consent had been granted very recently**

### **Humber**

No new applications

**(b) To note: updates on current planning applications**

### **Ford & Stoke Prior**

**241366 – Land at Lamb Inn, Stoke Prior, HR6 0NB:** Proposed change of use of the Lamb Inn Public House to use as a single dwelling house and retention of external staircase, first floor terrace and railings. **Refused Again very recently a determination had been made and the application is refused.**

**233094 Priory Farm Stoke Prior HR6 0ND.** The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store.

**Undecided still awaiting Planning Committee if the officer recommendation is to refuse**

**223610 Land north of Bowley Court farm** Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective).

**Undecided. Awaiting Planning Committee**

**200705 Land adjoining Croft Gate Farm Stoke Prior.** Proposed new dwelling and garage adjacent to Croft Gate farm. Pending S106 agreement **Approved with Conditions**

**Note: given the implications for HFSP NDP the decision notice is included at Appendix 1.**

**204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH** Proposed construction of a new self-build custom home and garage **Undecided – on hold due to phosphates**

### **Humber.**

**242083 Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 4, 5 & 6 attached to planning permission 213908. Approval of details reserved by condition **Condition 4 not discharged, 5&6 discharged**

**241806 Oak Tree View Risbury HR6 0NQ** Proposed Conversion of Building to a self-build dwelling House  
**Undecided**

**212600 – Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).  
**Undecided – on hold due to phosphates**

**212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.  
**Undecided- on hold due to phosphates.**

**211802 – Land at Gob’s Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687.  
**Undecided**

**193259 New House Farm Risbury HR6 0NQ** Outline planning for proposed housing development on land at New House Farm.  
**Undecided**

**22/25 General Financial Matters - Report from the RFO.**

Bank balance on 9 March 2025 is £7,781.18

**Payments made since last meeting. (minute 8/25)**

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	414.21	0.00	414.21	December 2024 salary
2	A M Drew	413.81	0.00	413.81	January 2025 salary payable 15 January 2025
3	Barrington Print	489.00	0.00	489.00	December 2024 Pump 360 copies, 40 pages
4	Barrington Print	821.00	0.00	821.00	Trails booklet 400 copies, 68 pages
5	Traffic Data	2585.00	517.00	3102.00	A44 Traffic survey part 1
6	A M Drew	275.90	55.18	331.08	Salt boxes & salt Refund to Clerk
7	A M Drew	379.03	75.81	454.84	Sandbags Refund to Clerk
8	HMRC	276.40	0.00	276.40	December 2024 PAYE
9	HMRC	276.40	0.00	276.00	January 2025 PAYE
10	SPVH	25.00	0.00	25.00	11 Dec. 2024 hall hire
11	Service charge	6.00	0.00	6.00	Jan 2025 bank charges
12	Service charge	6.00	0.00	6.00	Feb 2025 bank charges
13	Traffic Data	2110.47	422.09	2532.56	A44 survey part 2 (as agreed at July 2024 meeting)
	<b>TOTAL</b>	<b>8078.22</b>	<b>1070.08</b>	<b>9147.90</b>	

Note Payments 11, 12 & 13 were made after the meeting - see "Details"

**Income received since last meeting –**

No.	Name	Amount £	Details
1	Neate Electrics	100	Advert TP73
2	Monkland Parish Council	1225	Contribution to Traffic Data exercise
	<b>TOTAL</b>	<b>1325</b>	

**Payments for Authorisation**

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	414.21	0.00	414.21	February 2025 salary
2	A M Drew	414.21	0.00	414.21	March 2025 salary (payable 25 March 2025)
3	Barrington Print	448.00	0.00	448.00	Inv 13625 Feb 2025 Pump. 360 copies x32 pages
4	Barrington Print	460.00	0.00	460.00	Inv 13741 March Pump 360 copies x36 pages.
5	Humber Parish Rooms	24.00	0.00	24.00	Room hire 19 March 2025
6	Humber Parish Rooms	24.00	0.00	24.00	Room hire 15 January 2025
7	A M Drew	584.08	116.82	700.90	Refund for Lengthsman advert Hereford Times
8	A M Drew	37.49	7.50	44.99	Refund for Office 365 software
9	HMRC	276.00	0.00	276.00	PAYE February 2025
10	HMRC	276.00	0.00	276.00	Paye March 2025
11	HALC	637.20	127.44	764.64	Subscriptions 2025-26
12	Enviroloo	166.67	33.33	200.00	Hire of toilets for Community Week
13	Autela	85.28	17.06	102.34	Payroll (4 months)
			0.00	0.00	
			0.00	0.00	
	<b>TOTAL</b>	<b>3847.14</b>	<b>302.14</b>	<b>4149.28</b>	

Council agreed these payments.

### **23/25 Lengthsman & PROW**

The Clerk reported that on 29 January he had received a letter of resignation from David Campbell of D C Garden Services discontinuing his involvement with immediate effect with the Group Parish. The reason given was that with the loss of his son Jake he was now having to reduce his work commitments.

Inevitably this placed Council's sizeable works program in jeopardy. Since 29 January the Clerk has been fully engaged in trying to fill the gap left by D C Garden Services. As of 9 March the Clerk reported he had interviewed four possible replacements, three of which have said they would be keen to take on the work. Of these three who were keen two have "disappeared" and ultimately produced reasons why they could not actually undertake the work as they said they would. These actions added weeks to the already late start to the works.

The third person Alex Davidson of Risbury seems keen to get started. Rob Pugh and the Clerk met with Alex on 26 February and showed him around the Parish. He has produced quotations for the work which is now in progress.

Herefordshire have been asked for an extension of 1 month to the current end date which is 31 March for the Annual Maintenance Plan and the Nominated Task. However, this request has been refused by Herefordshire although in fact invoices submitted do have a time limit of 30 April. The Drainage grant has already been extended to end of June.

Meanwhile the Lengthsman contract has to be re-tendered. Adverts were placed in the Hereford Times on 27 February and 5 March. Notices are on the website & noticeboards and all residents on the Council email list (about 260 addresses) have been asked to forward any names of contractors who may be interested. Mr Davidson is also being encouraged to apply.

### **24/25 The Lamb Inn**

Mr Michael Wyldes and his son Keiran attended the meeting and updated Council with the welcome news that Keiran had made an offer to buy the Lamb Inn and that his offer had been accepted. In summary-

- Lyn Windmill had accepted a cash offer to buy the Lamb at a price roughly that of the Sydney Philips valuation of the property as a public house.
- The commercial kitchen, which had been removed from the ground floor of the pub and feared lost had been discovered in storage. A new range may be needed but the kitchen units appeared to be fit for re-installation.
- The Lamb has three en-suite bedrooms which should provide supplementary income from AirB&B etc.
- Solicitors have been appointed to progress the purchase and the conveyancing is expected to take 10-12 weeks.
- There is a public meeting of the Community Benefit Society on Wednesday 2 April to gauge interest from community investors and the viability of community ownership.
- Notwithstanding the possibility of community ownership Keiran intends to open the pub as quickly as possible and (as an experienced publican) run it in the interim.

Council congratulated Michael and Keiran on their success in buying the pub and would support the project in any way possible.

### **25/25 The Annual Parish Meeting**

It was agreed that the Annual Parish Meeting would be held on Wednesday 21 May at 7pm. The main content of the meeting would be to unveil to the community the revised Community Resilience Plan.

### **26/25 Purchase of BT phone box Stoke Prior**

The Clerk reported that he had informed BT Payphones that the Council would like to purchase the BT Kiosk No.6 situated outside the Lamb public house, Stoke Prior. The kiosk is grade 2 listed so any changes to its status requires a 90-day consultation process which has already started. At the end of that consultation, assuming no issues arise, the way should be clear for the Council to purchase the kiosk for a nominal £1. The Clerk mentioned that in his experience most such kiosks require some renovation work, with typical investment of £500-£1000 required. However, all parts which may be required are easily available from specialist suppliers.

Meanwhile Mr Mike Hayward is exploring the purchase of a defibrillator for Stoke Prior which could be housed in the kiosk.

## 27/25 Flood Group for Parishes

Cllr. Yair updated Council on a Herefordshire flood meeting which he had attended on 30 January 2025. His introduction to the meeting summary follows, with the full detail of the meeting, including links to useful resources, at Appendix 2

*Councillor Nick Mason introduced himself as the Ward Councillor for Weobley and as Cabinet Lead for Flooding Support within the administration, and has been asked by the Leader of the Council (Jonathan Lester) to lead the Council's strategic response to flooding. About 30 parish or local community flood groups were represented.*

*Herefordshire Council is increasing the amount of support it is providing, but there's a limit to what it can do. It has included a £2m allocation within the budget. Additional staff resource has been redeployed in the Council to this work in the interim until additional full-time staff are recruited.*

*The Council will be changing some of the processes to make it easier for those who are flooded out of their property to receive Council Tax relief.*

*The Council will be working with flood groups to share the experiences and learnings. Herefordshire has got some knowledgeable flood groups within the county and wants to other groups to ensure they have got the ability to run autonomously.*

See appendix 2 for the remainder of the report.

Cllr. Yair mentioned that the next meeting of the flood group is before the end of March. He also highlighted the beneficial role Mary Long-Dhonau OBE (affectionately known as "Flood Mary") in bringing flooding to the centre of public attention. She will be in Leominster at Etnam St car park on Friday 28 March between 9.30-1pm to give advice and information to residents.

Cllr. Yair noted that there were a large number of Flood Groups around the County and it might well be a good course to create one in the Group Parishes. The Chairman felt that Cllrs. Pugh & Fullwood would be Council's representatives on a group with other residents also as members.

## 28/25 Current projects

Traffic Management Plan Cllrs. Grace & Marston

In the absence of Cllr. Grace, Cllr. Marston reported that he had hoped to have some data analysis from the survey exercise recently completed, but no results had yet been forthcoming.

Cllr. Fullwood reported that there had been some useful enhancements to the Ford Bridge turning on the A49.

Environment Cllrs. Yair & Hinton

This project is rapidly linking with flooding and the community resilience plan which had already been discussed.

## 29/25 Matters for discussion at the next meeting

**Cllr. Yair would invite the Headteacher from Stoke Prior School to attend a future meeting and give an update.**

### **Date of next meeting**

*To note:* the next scheduled meeting will be on Wednesday 21<sup>st</sup> May 2025 at 7.30pm in Stoke Prior village hall

The meeting closed at 9.26pm

**Town and Country Planning Act 1990**  
**Planning and Compensation Act 1991**

## **PLANNING PERMISSION**

**Applicant:**

Mr Edward Brechtmann  
Kingsland Sawmills  
Kingsland  
Leominster  
Herefordshire  
HR6 9SF

**Agent:**

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Date of Application: 10 March 2020

Application No: 200705

Grid Ref: 352007:256859

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**Proposed development:**

**SITE:** Land adjoining Croft Gate Farm, Stoke Prior, Leominster, Herefordshire, **DESCRIPTION:** Proposed new dwelling and garage adjacent to Orchard Croft, Stoke Prior.

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THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL hereby gives notice in pursuance of the provisions of the above Acts that PLANNING PERMISSION has been **GRANTED** for the development described above in accordance with the application and plans submitted to the authority subject to the following conditions:

**Standard Conditions**

33. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: Required to be imposed by Section 91 of the Town and Country Planning Act 1990.

2. **Approved Plans**

Except where stipulated by other conditions attached to this permission, the development hereby approved shall be carried out in accordance with the following approved plans and supporting technical documents:

- Site Plan D1611.14 Rev I – June 24
- Site Plan (Surface Water Drainage Layout) D1611.14 Rev H – June 24
- Garage Plan D1611.23
- Elevations Plan D1611.22 Rev C
- Floor Plans D1611.21 Rev D
- Nutrient Neutral Assessment and Mitigation Strategy Report Ref: NNAMS/010
- Surface Water Soakaway Tests and Sizing Calculations May 24
- Planning Statement

Reason: Reason: To ensure the development is carried out in accordance with the approved details in the interests of securing a satisfactory form of development with accords with policies SD1, LD1 and LD4 of the Herefordshire Local Plan Core Strategy, policies HFSP1, HFSP2, HFSP3, HFSP4 and HFSP8 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan and the National Planning Policy Framework

### **Pre-commencement conditions**

#### **3. Orchard Management Plan / HRA Mitigation**

No development shall commence until an Arboricultural/ Orchard Management and Monitoring Plan (AMMP) has been submitted to, and approved in writing by, the Local Planning Authority. The content of the AMMP shall be based on the supplied NNAMS and include, but not necessarily be limited to, the following information:

1. Description and evaluation of features to be managed; including location(s) shown on a site map;
2. Landscape, ecological and arboricultural trends and constraints on site that might influence management;
3. Aims and objectives of management;
4. Appropriate management options for achieving aims and objectives;
5. Prescriptions for management actions;
6. Preparation of a work schedule (including an annual work plan capable of being rolled forward over a 5-10-year period);
7. Details of the body or organisation responsible for implementation of the AMMP;
8. A Monitoring Strategy, including details of the appropriate success criteria, thresholds, triggers and targets against which the effectiveness of the mitigation measures being monitored can be judged; frequency, timings and Locations for data gathering; methods for data gathering and analysis; mode, method, frequency of updates and reporting to the Local Planning Authority, including how contingencies and/or remedial action will be identified, agreed with the Local Planning Authority, and then implemented;
9. Timeframe for reviewing the AMMP ; and
10. Details of how the aims and objectives of the AMMP will be communicated to the occupiers of the development. The AMMP shall also include:
11. Details of the legal and funding mechanism(s) by which the long-term implementation of the AMMP will be secured by the developer with the management body/ies responsible for its delivery.
12. The AMMP shall be implemented and maintained in full in accordance with the approved details for no less than 80 years following first occupation of the dwelling hereby approved on the site.

Reason: To ensure that the scheme of orchard planting proposed to serve as mitigation for the effects of the development on water quality and the River Wye / River Lugg SAC is implemented, effective and maintained for the lifetime of the development in order to comply with policies SS6, SD2, SD4 and LD2 of the Herefordshire Local Plan Core Strategy, HSLP14 and HSLP16 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan, the National Planning Policy Framework, the Conservation of Habitats and Species Regulations (2017) and NERC Act (2006).

### **Conditions to be Discharged**

#### **4. External Materials**

Prior to the installation of the materials on site, details and/or samples of materials to be used externally for walls, roofs, doors and windows shall be submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details.

Reason: To ensure that the materials harmonise with the surroundings so as to ensure that the development complies with the requirements of Policy SD1 of the Herefordshire Local Plan – Core Strategy, policies HFSP4 and HFSP8 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan and the National Planning Policy Framework.

## 5. **Landscaping**

Prior to completion or first occupation of the approved development, whichever is the sooner, a landscaping scheme shall be submitted to and approved in writing by the local planning authority. The scheme shall include a scaled plan identifying:

- a) All proposed planting, accompanied by a written specification setting out; species, size, quantity, density with cultivation details.
- b) All proposed hardstanding and boundary treatment.

Reason: To safeguard and enhance the character and amenity of the area in order to conform with policies SS6, LD1, LD3 and LD4 of the Herefordshire Local Plan – Core Strategy, policies HFSP4 and HFSP8 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan and the National Planning Policy Framework.

## 6. **Water Efficiency**

Prior to the first occupation of any of the residential development hereby permitted written evidence / certification demonstrating that water conservation and efficiency measures to achieve the 'Housing – Optional Technical Standards – Water efficiency standards' (i.e. currently a maximum of 110 litres per person per day) for water consumption as a minimum have been installed / implemented shall be submitted to the Local Planning Authority for their written approval. The development shall not be first occupied until the Local Planning Authority have confirmed in writing receipt of the aforementioned evidence and their satisfaction with the submitted documentation. Thereafter those water conservation and efficiency measures shall be maintained for the lifetime of the development

Reason: In order to ensure that water conservation and efficiency measures are secured to safeguard water quality and the integrity of the River Lugg (Wye) SAC in accordance with policies SS6, SD2, SD4 and LD2 of the Herefordshire Local Plan Core Strategy, HSLP14 and HSLP16 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan, the National Planning Policy Framework, the Conservation of Habitats and Species Regulations (2017) and NERC Act (2006).

## 7. **Biodiversity Enhancement**

Prior to first occupation of the dwelling hereby approved, evidence of the suitably placed installation within the site boundary of 1 x bat roosting box, 1 x bird nesting box and 1 x hedgehog home should be supplied to and acknowledged by the local authority; and shall be maintained hereafter as approved unless otherwise agreed in writing by the local planning authority.

Reasons: To ensure Biodiversity Net Gain and species and habitats enhancement having regard to the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations (2017), National Planning Policy Framework, NERC Act (2006), Herefordshire Local Plan – Core Strategy policies LD1, LD2 and LD3.

## **Compliance and Monitoring Conditions**

### 8. **Removal of PD Rights**

Notwithstanding the provisions of article 3(1) and Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015, (or any order revoking or re-enacting that Order with or without modification), no development which would otherwise be permitted under Classes A, D, E and F of Part 1 Schedule 2 shall be carried out.

Reason: The LPA seeks to remove permitted development rights so that it can maintain control over potential future development which would increase the level of impermeable surface on the site, as any increase in this regard would undermine the development's nutrient budget and subsequently the efficacy of the mitigation required to ensure the development achieves the nutrient neutrality needed to ensure compliance with the Conservation of Habitats and Species Regulations 2017, as amended by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019' (the 'Habitats Regulations'), National Planning Policy Framework, NERC Act (2006) and Herefordshire Local Plan – Core Strategy policies SS1, SS6, LD2, SD3 and SD4 and HSLP14 and HSLP16 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan.

9. **Implementation and retention of approved Drainage Scheme**

The foul and surface water drainage arrangements (as set out on the approved plans D1611.14 Rev I and Report Ref: NNAMS/010 – Graf One2Clean with discharge limit of 1.6mg/l) shall be implemented and operational prior to the occupation of the dwelling hereby approved. Thereafter, the approved foul and surface water scheme shall be managed and maintained as approved for the lifetime of the development.

Reason: In order to ensure Nutrient Neutrality and comply with The Conservation of Habitats and Species Regulations 2017, as amended by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019' (the 'Habitats Regulations'), National Planning Policy Framework, NERC Act (2006) and Herefordshire Local Plan – Core Strategy policies SS1, SS6, LD2, SD3 and SD4 and policies HSLP14 and HSLP16 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan.

10. **Landscaping Implementation**

With regards to the landscaping scheme approved pursuant to Condition 5, all planting, seeding or turf laying shall be carried out in the first planting season following the occupation of the building or the completion of the development, whichever is the sooner. Any trees or plants which die, are removed or become severely damaged or diseased within 5 years of planting will be replaced in accordance with the approved plans. The hard landscaping shall be carried out concurrently with the development and completed prior to the first occupation of the dwelling.

Reason: To ensure implementation of the landscape scheme approved by local planning authority in order to conform with policies SS6, LD1, LD3 and LD4 of the Herefordshire Local Plan – Core Strategy, HFSP4 and HFSP8 of the Humber, Ford and Stoke Prior Group Neighbourhood Development Plan and the National Planning Policy Framework.

**Additional Information (BNG):**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for development of land in England is deemed to have been granted subject to the condition (biodiversity gain condition) that development may not begin unless: (a) a Biodiversity Gain Plan has been submitted to the planning authority, and (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan, if one is required in respect of this permission would be Herefordshire Council.

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. Based on the information available, **this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun** because one or more of the statutory exemptions or transitional arrangements in the list below is/are considered to apply.

33. The application for planning permission was made before 12 February 2024.

### **Informatives:**

- 1 The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against planning policy and any other material considerations. Negotiations in respect of matters of concern with the application (as originally submitted) have resulted in amendments to the proposal. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.
- 2 The Authority would advise the applicant (and their contractors) that they have a legal Duty of Care as regards wildlife protection. The majority of UK wildlife is subject to some level of legal protection through the Wildlife & Countryside Act (1981 as amended), with enhanced protection for special "protected species" such as Badgers, Great Crested Newts, all Bat species, Otters, Dormice, Crayfish and reptile species that are present and widespread across the County. All nesting birds are legally protected from disturbance at any time of the year. Care should be taken to plan work and at all times of the year undertake the necessary precautionary checks and develop relevant working methods prior to work commencing. If in any doubt it advised that advice from a local professional ecology consultant is obtained. All retained trees and hedgerows should be subject to appropriate secured root protection areas as identified in BS5837:2012 (2m buffer for hedgerows).

Planning Services  
PO Box 4  
Hereford  
HR4 0XH



**ANDREW BANKS**  
**DEVELOPMENT MANAGER**

Date: 22 January 2025

YOUR ATTENTION IS DRAWN TO THE FOLLOWING NOTES

### **Notes**

This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation. In particular consent may be required under the Building Regulations.

The applicant is advised that additional Council Tax payments may be sought in the event that the Valuation Office, who routinely monitor decision notices, consider any part of the development hereby permitted to be self-contained. This assessment is particularly likely to be the case in respect of flats, basement conversions, granny annexes, studio rooms

and log cabins and/or where the additional accommodation contains its own kitchen, bathroom and bedroom. Further information can be found on the Council's website at <https://www.herefordshire.gov.uk/search?q=annexes>

## Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.
- If you want to appeal, then you must do so within 6 months of the date of this notice, or 12 weeks if the scheme is for that of "household" development using a form which you can get from The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.
- The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

## Right to Challenge the Decision of the High Court

Currently there are no third party rights of appeal through the planning system against a decision of a Local Planning Authority. Therefore, if you have concerns about a planning application and permission is granted, you cannot appeal that decision. Any challenge under current legislation would have to be made outside the planning system through a process called Judicial Review (JR).

The decision may be challenged by making an application for judicial review to the High Court. The time limits for bringing such challenges are very strict, and applications need to be made as soon as possible after the issue of the decision notice. So, if you think you may have grounds to challenge a decision by Judicial Review you are advised to seek professional advice as soon as possible.

These notes are provided for guidance only and apply to challenges under the legislation specified. If you require further advice on making an application for Judicial review, you should consult a solicitor or other advisor or contact the Crown Office at the Royal Courts of Justice, Queens Bench Division, Strand, London, WC2 2LL (0207 947 6000). For further information on judicial review please go to <http://www.justice.gov.uk>

The Council has taken into account environmental information when making this decision. The decision is final unless it is successfully challenged in the Courts. The Council cannot amend or interpret the decision. It may be redetermined by the Council only if the decision is quashed by the Courts. However, if it is redetermined, it does not necessarily follow that the original decision will be reversed.

## Purchase Notices

- If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

## Introduction

Councillor Nick Mason introduced himself as the Ward Councillor for Weobley and as Cabinet Lead for Flooding Support within the administration, and has been asked by the Leader of the Council (Jonathan Lester) to lead the Council's strategic response to flooding. About 30 parish or local community flood groups were represented.

Herefordshire Council is increasing the amount of support it is providing, but there's a limit to what it can do. It has included a £2m allocation within the budget. Additional staff resource has been redeployed in the Council to this work in the interim until additional full-time staff are recruited.

The Council will be changing some of the processes to make it easier for those who are flooded out of their property to receive Council Tax relief.

The Council will be working with flood groups to share the experiences and learnings. Herefordshire has got some knowledgeable flood groups within the county and wants to other groups to ensure they have got the ability to run autonomously.

## Case Studies

David Lane (Orleton Parish Council Chairman), Colin Taylor (Greyfriars Avenue, Hereford), and Jerry Blythe (Eardisland Parish Councillor) all provided shared the experiences and activities of their respective Parishes. This included establishing Flood Groups (some dating back to the late 1990s), developing action plans, overcoming challenges, and supporting their local areas. Liz Fowler from the Environment Agency also provided information on flood alerts and warning systems provided by the EA.

This prompted a lot of discussion between Herefordshire Council, the Environment Agency and the Parishes. Below are some notes about various topics that were raised:

## Community flood signage scheme

Under the Flood Volunteer scheme, Herefordshire Council grants fully trained Community Flood Signage Volunteers permission to close roads. They are registered as council volunteers so that they are covered by Herefordshire Council's insurance.

Volunteers should not be putting themselves at risk, so whilst technically could apply to all roads, the scheme is being trialled on minor roads, where vehicles can be safely stopped from creating bow waves which can cause further damage to property.

Each community has agreed trigger points for action – this could be a river reaching a set level or a road becoming submerged to kerb level. These trigger points are agreed between the council and local communities.

## Community equipment

Herefordshire Council are interested to know what other community equipment might be required to deal with flooding incidents.

## Further guidance and information

Herefordshire Council is looking to develop clearer guidance on riparian rights and will also host a webinar on this topic (details on this soon).

There is lots of existing guidance and resources:

[Quick guide for farmers and advisers](#)

<https://www.herefordshire.gov.uk/downloads/file/22580/guidelines-for-riparian-owners>

Guidance on making changes to a watercourses:

<https://www.herefordshire.gov.uk/flooding-2/flood-management/4#watercourse>

[Government guidance for owning a watercourse](#)

<https://www.gov.uk/guidance/owning-a-watercourse>

Nature based ideas to reduce flood risk:

<https://www.gov.uk/guidance/use-nature-based-solutions-to-reduce-flooding-in-your-area>

Flood risk activities – environmental permits:

<https://www.gov.uk/guidance/flood-risk-activities-environmental-permits>

Here is a link to a blog explaining the Eas approach to floods and dredging:

<https://environmentagency.blog.gov.uk/2021/12/23/floods-and-dredging/%20explains%20the%20Environment%20Agency's%20approach>

Rural Hub Herefordshire has produced a [simple farmer guide](#) to make the requirements of Farming Rules for Water easier to understand and comply with.

There are a number of sources of information about property and flood resilience.

Herefordshire Council has contacted the EA regarding the development of a flooding app, but in the meantime suggests signing up for Flood Alerts and Warnings here:

<https://www.gov.uk/sign-up-for-flood-warnings>

<https://www.herefordshire.gov.uk/pfr>

<https://www.befloodready.uk/herefordshire>

[Property Flood Resilience – Environment Agency – Citizen Space](#)

<https://floodmary.com/>

## Flood Groups

Herefordshire Council are keen to support Flood Groups and would like to hear how best they can do this, please contact HC via [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)

Herefordshire Council and BBLP have regular discussions with Flood Groups regarding the best way to work together to resolve any issues that we can.

This recent online meeting is a start of additional dialogue with the Flood Groups. There will be more of these meetings, webinars and information via [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)

Signed.....Chairman

Date.....

## 37/25 Annual reports 2024-25

(a) *To receive:* a report from the past-Chairman.

County Planning has still been held back by phosphate threats to the river Wye catchment area and slow decision making by planning and enforcement officers. The latter seriously impacted on the whole eventual acquisition of The Lamb. Nevertheless, at last, thanks to Mike Wyldes sterling persistent endeavours it now seems the community will regain its 'asset' of a fully open, functioning and hopefully thriving pub. Possibly in conjunction with a Community Benefits Society. The Government's very substantial increase in housing targets has scuppered Herefordshire Council's Draft Local Plan meaning until at least January 2028 HF&SP is likely to face some potentially unwanted, yet significant, planning applications.

The Trails booklet has been completed and given to every household and become part of the attractive Welcome Pack. Suggestions are always welcome on how to improve the Welcome Pack.

The parish website has been further developed.

The Transport Safety Group has established itself as an efficient meaningful data gathering and policy formulating organisation. What can be achieved is always challenged by costs, regulations and procedural delays but the TSG gives the GPC the best platform from which to start any traffic related projects.

The Pump newsletter continues to thrive thanks to numerous volunteers – especially distributors and the main editor Vicky Quinn Fraser. However, Chris Blum the Advertising Manager has moved away and we require a replacement to avoid significant financial losses.

Flooding has disrupted road traffic and has caused some major property damage. GPC reserve funds have been increased to help match fund future available grants as well as drive flood related projects such as recording and mapping the GPC drainage infrastructure.

A review of the existing Community Resilience Plan is well under way and will look to incorporate more relating to dealing with the impacts of flooding. A separate Flood Group is likely to be established.

Our valued Lengthsman resigned and we are seeking to find a replacement.

Overall despite an under staffed and under funded Herefordshire Council we seek to fire fight or more often flood fight whatever comes our way.

It would have been good to have named all the volunteers throughout the group parish but it would be a very long list and at risk of unwittingly missing someone – many volunteers do so quietly and often effectively unnoticed. However, it is clear that the sense of community and local quality of life exists and is considerably enhanced by the very many who give of their time, ability and not infrequently money to keep the many valued aspects of community life thriving – Community Week, two Village halls, three Churches, The Pump newsletter, PROW wardens, Area Emergency Wardens etc. Finally thank you to my fellow Counsellors – for those of you who have taken a lead on various projects or aspects of parish functioning, and of course to all of you for contributing to meetings.

(b) *To receive:* a report from the Clerk

2024-25 was a year where Council moved forward in a number of areas, but there were also some set-backs. Last year I reported that the Localism agenda was really starting to take hold with Parishes being funded to carry out tasks normally the preserve of Herefordshire Council.

That trend has accelerated, with grant funding from Herefordshire extended from PROW & Lengthsman work to now include simple drainage improvements. Total funding in these areas is now in the region of £10,000 for the year, with the grant schemes likely to carry on for the next few years at least. In fact the contract for the Lengthsman grants is already issued for 2025-26 and will probably be signed off by Council at this meeting. This is quite a step forward since, in past years, it has been July or later before this stage was reached. This means we can get on with work during the summer when the weather is more clement.

It is clear that drainage is an important concern with residents and at the meeting in SPVH on 11 December many voiced their concerns and highlighted the amount of work required to deliver flood prevention and mitigation. Council was reasonably optimistic that a significant impression could be made on the drainage issues – funding and plans were in place – but then a major set-back, the Lengthsman contracted to carry out the work resigned in January 2025 leaving us without the means to move forward. Although a contractor was found to carry out some work this was a small amount of our full plan and so far no-one has been prepared to take on the contract for Lengthsman work. However, some improvements have been made at Wheelbarrow Castle and at Risbury in the area of Low Brook. The search for a permanent Lengthsman continues!

Three Councillors carry out lead roles for drainage. Cllrs. Pugh and Bemand for Humber Parish and Cllr. Fulwood for Ford & Stoke Prior. Their help has been invaluable especially during the time when there was no Parish Lengthsman. A fourth Councillor – Cllr. Thomas – is often on hand advising and actually carrying out some work when the need catches his eye (and he has his shovel handy!)

Another consequence of the 11 December meeting was that Council decided to increase the precept for 2025-26 to create a substantial £10,000 reserve to deal with flooding. This reserve is ring fenced so will only be used for such work and puts Council in an excellent position to apply for match funded grants as and when these arise.

As a final piece of the jigsaw Cllr. Yair has attended a number of Flood Group meetings organised by Herefordshire (who have the lead for such matters) and this input will help guide the initiatives Council will take over the coming years. It seems likely that the long running Environment project lead by Cllrs. Hinton & Yair will merge with the Flood group.

Although drainage was perhaps the key topic for the year other important projects have gathered pace. Cllrs. Grace & Marston have built an extensive network of contacts in other Parish Councils to tackle road safety issues, primarily on the A44 Leominster to Bromyard, but increasingly into other hazardous roads and lanes in the Parishes. This Traffic & Road Safety group secured a £2,500 grant from the Police & Crime Commissioner to undertake traffic surveys on the A44. The grant enabled the collection of traffic data to justify a case for a speed limit reduction along parts of the A44. Other Councils have been involved, including Leominster Town Council, Monkland & Stretford (who contributed over £1,000 to the costs of the survey) and recently Bodenham where safety concerns about Bowley Lane have come to the fore.

Another completed project was Cllr. Fowler-Wright's creation of a set of footpaths and bridleways, described in excellent detail and illustrations by a beautifully crafted and informative booklet, Parish Walks. In producing this booklet, Cllr. Fowler-Wright was assisted by a team of residents and Councillors. This project, focussing on recreation and local history, is rather more uplifting and lighter than the serious matters of road safety and drainage and shows the wide range of activities that Council undertakes.

During the year two Councillors – Cllrs. Collins & Silk – resigned and were replaced by Cllrs. Sneyd & Harris. Council thanks those that left for their service to the community and welcomed the newcomers. Cllr. Sneyd has taken on footpaths in Ford & Stoke Prior and Cllr. Harris has become Council's representative on Risbury village hall.

The Pump goes from strength to strength and is now over three years old and has received much acclaim both within the Parishes and also further afield in neighbouring Parishes and villages. During the year a significant milestone was achieved. The advertising management, first held by Judith Burt and then Chris Blum, essentially achieved its budget for advertising sales. £2,487 was received against a budget of £2,500 and Chris is to be thanked for his great efforts over the past year. During the year the Pump cost £5,300 to produce so advertising now pays for nearly half these costs. Of course this success has been driven by Vicky and her hard-working team of volunteers who are all due our thanks.

(c) *To receive:* reports from representatives on the Village Hall Committees.  
Risbury Village Hall

In July last year we held an extraordinary general meeting to amend our Constitution. This was prior to our successful application for a Premises Licence for the serving of alcohol, which was granted in October. Naturally we have held several Pub Evenings this year, including one after our carol singing in the village street and a replacement for our Burns Night Supper. We have now introduced a regular slot for a Pub Evening on the last Friday of the month.

Regrettably the Oktoberfest had to be cancelled because of the indisposition of some of the musicians. We have, however, held two 'special' events: Our Big Breakfast in March and a VE Day celebration Cream Tea in May, which were both very well supported. A raffle at the latter event raised over £200 for the British Legion. We have also introduced regular coffee mornings on the second Wednesday of the month.

Work to the fabric of the hall this year has been repair, rather than improvement. We have reroofed the porch and redecorated the interior of the porch where water had penetrated.

Two committee members, Tonya Hales and Vicki Rolfe, have left due to other commitments, but we were delighted to welcome Carol Bowen and Clare Harris (our new Council representative) to join us.

However, we would be very pleased to see yet more volunteers for our committee, so we can continue with a busy programme.

(d) *To receive*: reports from PROW officers.

i) **Bridleways – Mr Iain Cholerton**





Suggested main action points for the PC in summary:








- Request Lengthsman clear undergrowth in summer months from the road at Witsetts to SP 28.1
  - Replace a rotten gatepost at HU10.2
  - Contact the landowners of Sheepcote to request they make good the approach to gate PG 11.2 which is flooded and muddy.
  - Determine if encroachment onto SP 17 at Trap Cottage is legal and take appropriate action if it is not.
- Mr Cholerton has produced his usual excellent report on the state of the Parish bridleways. It is a comprehensive report and is available on the Council website.

ii) **Ford & Stoke Prior footpaths – Cllr. Sarah Sneyd**

**Stoke Prior and Ford Footpaths Officer Annual Report May 2025**

Unfortunately, various commitments have meant that the inspection of **all** the footpaths in Stoke Prior and Ford is not fully complete; nevertheless, several have been walked in the last few weeks. The remaining footpaths will be inspected over the next two months. All will aim to be re-inspected before the 2026 report.

PROW	Comments
SP1	<p>Impassable following a landslide. There is no signage or entry to the path readily accessible or visible from the C1110 opposite the Lamb.</p> <p>Action is required to clear the route and install signage accordingly.</p>
SP2	<p>Initially, from the access road on C1112 at The Woodhouse, the FP is well signed, and stiles and gates are accessible. Nevertheless, upon reaching, traversing, and exiting the woodland area, the path becomes impassable, and the route’s signage is missing.</p> <p>Action is required to clear the route.</p> 
SP4	<p>Initially, from the access road on C1112 at The Woodhouse, the FP is well signed, and the landowner of this section is congratulated on the accessibility and clear routing through their property.</p>  <p>There is a broken post supporting the gate out of the walkthrough.</p>  <p>Once in the open fields, the footpath cannot be followed easily as signage stops, and there is a padlocked gate preventing further access.</p>  <p>Action is required to ensure the route is well signed and accessible, and the broken post should be replaced.</p>

SP7	<p>This footpath is clear, well-signed and has no defects.</p> 
SP9	<p>This footpath is clear, well-signed and has no defects.</p> 
SP31	<p>This footpath is initially well sign-posted, wellmaintained, and accessible; the landowner of this section is congratulated on the accessibility and clear routing through their property.</p>  <p>As the footpath enters farmland, the stile and bridge both have significant undergrowth surrounding them that needs clearing. The bridge immediately after the stile is illdefined and potentially hazardous. A much-needed handrail is present, which aids navigation.</p>  <p><b>Action is required to clear the undergrowth and ensure the bridge and handrail are adequate and low risk to footpath users.</b></p> <p>From this point, signage is minimal, and there is no clearly defined route across the fields or around the woodland until just before crossing onto the golf club land, where there were two signs in the hedgerow. This section of the footpath was planted at the time of inspection.</p>  <p>On accessing the golf club land, over this stile, all signage ceased, and there was no clear route. This is where the footpath joins the FD4 path, which leads down to the end at Ford Farm on the C1113. There is a notice stating the footpath has changed route and that way markers are to be followed. However, no way markers were evident.</p>  <p><b>Action is required to improve the signage along the route, particularly across the field and around the edge of the woodland, to the point where it meets FD4. A clear path needs to be created across the field to ensure walkers are aware of the route to follow.</b></p>
FD4	<p>Upon accessing the golf course, where FD4 begins, a notice is displayed stating that the footpath has changed route and that way markers are to be followed. However, no way markers were evident.</p>  <p><b>Action is required to improve signage across the golf course.</b></p>

SP3, 5, 6, 8, 10, 19, 20, 21, 23, 24, 32A & 33	These footpaths have not been inspected since the current Parish Council Stoke Prior Footpaths Officer took over the role. However, there have been no reports of defects, accessibility issues, or poor signage from residents in the parish.
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Sarah Sneyd

Footpaths Officer, Stoke Prior & Ford 16.05.2025

(e) *To receive:* a report from the Community Week committee. The following report has been provided by Margaret Brown

We had a very successful week and the weather, on the whole, was not too bad – at least all outside events were able to go ahead. It was lovely to see so many people from all over the group parish (and all ages) at one or other – or even most – of the various events. The entries for the Scarecrow Competition, which was judged by our District Councillor Bruce Baker, were of a very high standard. Many thanks to the setters of the quiz and treasure hunt and all those who contributed so much to organising each event. It was great to have so many people actively involved in this.

We plan to move Community Week back to early August in 2025, because combining it with the Hog Roast and Risbury Show meant too much work for the organisers and too many events in a short time for everyone.

In addition to Community Week, the group also ran the Risbury Show, which was very well attended this year and the Pumpkin competition.

### 38/25 Statement of Accounts and Annual Return for 2024-25

a) *To receive:* a report from the Responsible Financial Officer

- The poor winter weather played a large part in the finances of the Council during the year. The drainage problems moved centre stage driven by high and concentrated rainfall over several months. Council concluded that it was prudent to increase the precept to create a drainage reserve of £10,000. The precept rose from £15,344 to £22,696 a rise of 48%. Such a rise reflects the level of residents' concerns around flooding and it is noteworthy that as far as is known there have been no complaints about such a significant increase.
- The precept accounted for almost exactly 50% of all income the Council received. This level is a falling share of total revenue year on year and demonstrates the rise in grant income and Pump advertising.
- Overall, grant funding of £6317 was nearly double that of 2023-24 . The result would have been even higher had the Legthsman been available to spend the extra funding that could have been obtained.
- Due to the high expenditure in 2023-24 the VAT reclaim was significant at £2097.
- As a result of all the above factors there was a year end surplus of £2300 compared with an expected deficit of £1644. This result was due mostly to reduced spending on Lengthsman activities.
- As a measure of financial activity the RFO has recorded the following number of transactions in the Council accounts over the years-

Year ended	2018	2019	2020	2021	2022	2023	2024	2025
Transactions	72	62	74	49	82	122	121	117

- This level of financial activity is very similar to the previous two years and has again resulted in Council exceeding the arbitrary threshold of £25,000 for expenditure. As such the accounts are subject to a Limited Assurance Review by the External Auditor

b) To approve: the Statement of Accounts for the year ended 31 March 2025

STATEMENT OF ACCOUNTS				2024-25		
		OUTTURN 2022-23	OUTTURN 2023-24	BUDGET 2024-25	OUTTURN 2024-25	VARIANCE FROM BUDGET
1	Precept	12289.00	15000.00	15322.00	15322.00	0.00
2	Pump Advertising	575.00	2391.00	2500.00	2487.00	-13.00
3	Pump Postage	40.00	40.00	40.00	40.00	0.00
4	<b>INCOME</b>					
	Grants	0.00	7729.00	2400.00	6317.63	3917.63
5	Other Income	115.12	108.06	500.00	3104.00	2604.00
6	VAT Reclaim	0.00	2751.62	2073.00	2097.15	24.15
7	CW Fundraising	2070.18	300.45	300.00	695.38	395.38
8	Other Projects	2080.00	0.00	0.00	250.00	250.00
9	<b>TOTAL INCOME</b>	<b>17169.30</b>	<b>28320.13</b>	<b>23135.00</b>	<b>30313.16</b>	<b>7178.16</b>
	<b>EXPENDITURE</b>					
10	<b>DAY TO DAY EXPENDITURE</b>					
	Clerk	4403.50	4343.36	4919.00	4969.68	-50.68
11	Administration	445.88	411.66	500.00	1025.14	-525.14
12	Insurance, audit, professional	887.38	1235.32	1200.00	1294.64	-94.64
13	Website & IT	155.00	451.99	500.00	553.49	-53.49
14	Hire of Halls	200.00	167.00	200.00	210.00	-10.00
15	Training and development	0.00	229.36	0.00	0.00	0.00
16	Equipment	1065.22	890.50	100.00	654.93	-554.93
17	Maintenance	0.00	0.00	50.00	0.00	50.00
18	HMRC	733.60	1105.24	1300.00	3557.73	-2257.73
19	Other	86.00	579.13	100.00	1738.87	-1638.87
20	<b>DAY TO DAY EXPENDITURE</b>	<b>7976.57</b>	<b>9413.56</b>	<b>8869.00</b>	<b>14004.48</b>	<b>-5135.48</b>
	<b>PROJECTS</b>					
21	<b>PROJECT EXPENDITURE</b>					
	War Memorial	5678.00	403.00	60.00	60.00	0.00
22	Parish Pump	4260.00	5338.88	4000.00	5350.00	-1350.00
23	Lengthsman	6271.00	9095.00	5400.00	355.00	5045.00
24	Community Week	1933.00	435.00	450.00	496.67	-46.67
25	Environment Project		0.00		0.00	0.00
26	Road Safety		500.00	5000.00	4958.98	41.02
27	Welcome pack		516.40	0.00	0.00	0.00
28	Trails Booklet			1000.00	821.00	179.00
29	Project B			0.00	0.00	0.00
30	Project C			0.00	0.00	0.00
31					0.00	
32	<b>PROJECTS EXPENDITURE</b>	<b>18142.00</b>	<b>16288.28</b>	<b>15910.00</b>	<b>12041.65</b>	<b>3868.35</b>
33	Reclaimable VAT on the above	2110	2072	1800	1966.97	166.97
	VAT from 2023-24					
34	<b>TOTAL EXPENDITURE</b>	<b>26118.57</b>	<b>25701.84</b>	<b>24779.00</b>	<b>28013.10</b>	<b>-1100.16</b>
35	<b>SURPLUS</b>	<b>-8949.27</b>	<b>2618.29</b>	<b>-1644.00</b>	<b>2300.06</b>	<b>3944.06</b>

<b>NOTES FOR STATEMENT OF ACCOUNTS 2024-25</b>	
1	As agreed at meeting 7 February 2024
2	An excellent result with budget essentially achieved
3	Nominal amount
4	Lengthsman scheme updated to include £2376 base grant & £1188 match funded Nominated Task. Drainage grant of £3100 also included. Other drainage grant monies of £3600 has also been allocated but will be paid directly by HFC so has not been included here. £2465 from WM Police now received. (Note: also includes £3852 from 2023-24)
5	Donation of £1479 for purchase of gazebos and £1225 from Monkland PC included.
6	As 2023-24 outturn
7	
8	Trails project £250 for advertising in the Parish Walks booklet.
9	
10	Increased due to move to SP26 but no real increase in net salary
11	
12	Increased payment to internal auditor (£50 up to £200).
13	Increased cost for .GOV website (But also includes some billed arrears from Gwent web design)
14	
15	
16	Salt boxes and sandbags
17	
18	Increased due to salary award to SP26 and move to higher tax band
19	Now includes gazebos from donation line 5, wreaths
20	
21	Engraving for S. Preece (Price)
22	Prices have risen by about £30/issue. Reducing pages trend not maintained.
23	£5600 grants + £2000 Parish spend. Spend much reduced by Lengthsman resignation
24	Estimate similar to 2023-24
25	No spend last year. Council to agree way forward on this project.
26	Budget raised to £5000 following Police grant. Traffic Data invoices now included.
27	Project closed
28	Project completed, invoices now included.
29	
30	
31	
32	
33	
34	
35	Page 26 of 45

c) To approve: the Bank Reconciliation Statement for the year ended 31 March 2025

**Humber, Ford & Stoke Prior Group Parish Council**

**Financial Year 2024-25**

**Bank Reconciliation Statements as at 31/03/2025**

Prepared by Allan Drew (RFO) Date: 09/04/2025

			£	£
<b>Balance from Bank Statements</b>				
Unity Trust current account dated	31/03/25	Balance as at 31/03/2025		3920.91
Petty cash in hand		As at 31/03/2025		<u>0.00</u>
				3920.91
<b>Less unrepresented items</b>				
			0.00	<u>0.00</u>
<b>Plus receipts not banked/cleared</b>				
			0.00	<u>0.00</u>
		<b>Net balance at 31/03/2025</b>		<u><b>3920.91</b></u>

The net balance reconciles to the cash books for the year to 31/03/2025 as follows:

**Balance in current account cash book**

Opening balance at 01/04/2024			1620.85	
Add: receipts to 31/03/2025			30313.16	
Less: payments to 31/03/2025			<u>28013.10</u>	
		<b>Net balance at 31/03/2025</b>		<u><b>3920.91</b></u>

**Balance in petty cash book**

Opening balance at 01/04/2022			0.00	
Add: receipts to 31/03/2025			0.00	
Less: payments to 31/03/2025			<u>0.00</u>	
		<b>Net balance at 31/03/2025</b>		<u><b>0.00</b></u>

**All Cash Books**

**Net balance at 31/03/2025** **3920.91**

**Difference**

**0.00**

Signed: 

RFO Date 09/04/2025

Countersigned

Councillor Date

d) To consider: the Internal Audit Report and checklist

## Annual Internal Audit Report 2024/25

Humber, Ford and Stoke Prior Group Parish Council

INTERNAL AUDIT <https://hfspgroupparishcouncil.gov.uk/> ACCOUNTS 2025

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	Nil	Not covered <sup>1</sup>
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick 'not covered')			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).		✓	

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 23/04/2025, 28/04/2025, 05/05/2025  
 Name of person who carried out the internal audit: HALC Audit Services

Signature of person who carried out the internal audit: *HALC Audit Services*  
 Date: 28/04/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**  
**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

e) *To approve*: the Annual Governance Statement for year ended 31 March 2025

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>‘Yes’ means that this authority:</i> prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*For any statement to which the response is ‘no’, an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No

WWW.HFSPGROUPPARISHCOUNCIL.GOV.UK WEBSITE/WEBPAGE ADDRESS

f) To approve: the Accounting Statement for the year ended 31 March 2025

## Section 2 – Accounting Statements 2024/25 for

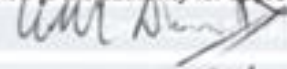
### HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

	Year ending		Notes and guidance <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	3,827	1,621	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	15,000	15,322	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,740	14,991	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,448	8,527	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,498	19,485	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,621	3,921	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,621	3,921	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	18,945	19,544	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 09/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

g) *To approve:* the Period for Exercise of Public Rights for the year ended 31 March 2025

When all financial aspects of last year have been completed and agreed (which should be during the Annual Meeting) a Notice of Public Rights must be posted. This Notice informs all citizens that they have the right, on reasonable notice, to inspect all the financial information from the previous year. The Notice runs for a period of 30 working days and must include the first 10 working days in July.

It is recommended that this year the period runs from Tuesday 3<sup>rd</sup> June 2025 until Monday 14<sup>th</sup> July 2025 inclusive. Council should agree this recommendation.

h) *To note:* the accounts for 2024-25 will be subject to a Limited Assurance Review by the external Auditor as Council income/expenditure for the year is above the £25,000 threshold.

### 39/25 Forward Plan for 2025-26

Over the past five years the number of reviews, checks and required new content for the Council has grown significantly. As a direct result the scope and length of this Annual Meeting has increased accordingly. The Chairman has now concluded that a meeting of this length and complexity is no longer an effective way to run Council business.

Apart from matters of governance and annual financial results there is no legal requirement to cover all the other matters at the May meeting. It is now proposed that nearly all remaining business from the May meeting will be managed at meetings throughout the rest of the Council year. To enable this process a Forward Plan has been created to show which elements of Annual Business will be covered at which meeting

The draft Forward Plan for 2025-26 follows. Council should consider the Plan, adjust if required, and then resolve to adopt.

## HFSP GROUP PARISH COUNCIL – DRAFT FORWARD PLAN 2025-26

Meeting	May 2025	July 2025	September 2025	November 2025	January 2026	March 2026
<b>Topic</b>	Governance	Policies & Procedures (1)	Policies & Procedures (2)	Finance (1)	Finance (2)	Risk & Insurance
<b>Annual Items</b>	First business. Annual reports. End of year. Internal audit. AGAR. Notice of Public Rights.	Standing Orders. Non GDPR Policies. Committees & Membership.	Financial Regs. GDPR Policies. Roles of Councillors.	Draft budget. Projects. Reserves. Banking.	Final budget. Precept. Projects for coming year.	Assets. Risk register. Insurance policy cover. Meeting dates for coming year.
<b>Recurring Items</b>	Qtr. 4 + Annual Bank Reconciliation. Ordinary business.	Qtr. 1 Bank Reconciliation. Ordinary business.	Ordinary business.	Qtr. 2 Bank Reconciliation. Ordinary business.	Qtr. 3 Bank Reconciliation. Ordinary business.	Ordinary business.

Ordinary Business is-

Apologies, Declarations of Interest, Approval of draft minutes, Chairman's announcements, District Councillor's report, Planning applications, General Financial matters, Lengthsman, PROW, Drainage & Flood Group, Current Projects

NOTE: Exceptionally for May 2025, assets, risks and insurance must be covered since the insurance renewal date is 1<sup>st</sup> June 2025. Meeting dates for 2025-26 also must be agreed. From July 2025 the Plan can be followed as shown.



(b) To receive and approve: an updated Risk Assessment and Management document

## HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL - RISK ASSESSMENT AND MANAGEMENT Updated (in italics) April 2025

### Risk scores – Low 0-3 Green: Medium 4 – 6 Orange: High 7 - 9 (Red)

Area	Risk	Impact	Likelihood (1-3)	Impact (1-3)	Risk	Notes	Control ( <i>and agreed improvements</i> )
Assets	Damage to or theft of physical assets in public places.	Cost of repair and replacement	2	2	Medium (4)	The Council has limited physical assets (see Asset Register), and does not own its own premises. Public Access Defibrillator at Risbury Village Hall, and Clerk's laptop taken to meetings.	Insurance policy through Zurich Municipal includes sufficient All Risks cover (£20,000) from 01/06/25.
	Damage to or theft of physical assets and supplies in Clerk's home		1	2	Low (2)	Only items of significant value are the laptop.	Fire alarms and locks fitted to premises. Zurich insurance policy cover includes all assets for All Risks.
	Deterioration of physical assets		2	1	Low (2)	Benches installed in 2009 – no regular maintenance required. Defibrillator installed at RVH.	Other street furniture inspected regularly by Lengthsman or Clerk and any repairs to be funded from reserves. Weekly checks of defibrillator made by Clerk and recorded.
Finance	Loss of investments and savings	Financial loss	0	3	NIL	<i>Current account with Unity Trust (balance of up to £10,000)</i>	All balances covered by government bank guarantees.
	Loss or theft of cash or cheques		1	1	Low (1)	All cheques banked promptly. Small sums of petty cash (max £100) sometimes held.	Cheques insured for £250,000, cash for £5000 in transit or in a safe; cash for £500 not in a safe at Clerk's or councillor's premises or at events.
	Loss of income		1	2	Low (2)	Most income is precept from Herefordshire Council or delegated funding. The Pump advertising collection has been strengthened	Insurance not required, as main income is precept, levied by statute. RFO monitors Editor's collection of advertising income;
	Loss of cash through theft or dishonesty		1	1	Low (1)	Only small cash sums handled routinely. Community Week is only event handling sums over £100. Most Pump advertising paid by cheque or BACS.	Receipts obtained/issued for all cash transactions. Cash banked within 48 hours using paying-in slips. Fidelity Guarantee Insurance in place (£25,000 from 1 June 2018) adequate for level of risk

	Errors in financial controls and records or financial loss through dishonesty or fraud by Council officers or councillors.		1	2	Low (2)	Invoices, cheques, cash books, receipts and bank statements managed by RFO. <i>Currently nearly all payments made by internet banking, requiring two authorisations (nominated councillors).</i> Limited number of payments made by direct debit where no alternative given.	Bank reconciliations prepared by RFO, reported to Council with bank statements and signed by nominated councillor each quarter. All receipts & payments recorded on numbered vouchers. Invoices/vouchers inspected and countersigned by cheque signatories. List of payments authorised by Council and signed off by Chairman. Two signatories on cheques. Internal audit of cash books, receipts, statements etc undertaken in April. Fidelity Guarantee Insurance in place (£25,000) against fraud by RFO/Clerk or councillor.
	Non-compliance with VAT Regulations	Financial penalties and loss	1	2	Low (1)	Council not VAT-registered but can reclaim non-business VAT.	VAT accounted separately in cash books and accounts. VAT reclaim for previous financial year made each summer.
	<b>Poor budgeting to underlie annual precept</b>	<b>Inadequate finance for required functions</b>	1	2	Low (2)		<b>Precept estimation is now on a more robust footing and improved spreadsheet automation has made budgeting system much less prone to human error.</b>
	Non-compliance with borrowing restrictions	Penalties and requirement to cancel or repay borrowing	1	0	Nil	No borrowing at present.	If borrowing required, a business plan will be prepared and submitted through HALC for approval, and all borrowing conditions complied with.
	Misuse or loss of debit card	Financial loss	1	0	Nil	Council does not hold a debit card	Fidelity Guarantee Insurance in place (£25,000 from 1 June 2018) adequate for level of risk.
Public Liability	Legal liability arising from Lengthsman work	Financial loss and reputational damage	1	3	Low (3)	Minor highway maintenance work undertaken through independent contractors under delegated powers from Herefordshire Council. Council and contractors required to have £5m liability insurance.	Public liability insurance of £10m, and contractors required to provide to Parish Council a copy of insurance certificate of £5m liability insurance. Contractors asked to confirm in writing they have undertaken required training and have appropriate equipment.

	Legal liability arising from accident at events or activities		2	3	Medium (6)	Community Week events: Guidance provided by insurers about specific risks (eg bonfires).  Voluntary activities (eg litter picking).	Confirmation obtained annually from CW Committee that proposed events covered under Council's Public Liability insurance (£10m). Assessment of any new events undertaken. Written risk assessment and plan prepared by Clerk prior to CW activities and any activity using volunteers.
	Legal liability as consequence of asset ownership		1	3	Low (3)	Few physical assets, unlikely to give rise to liability, with exception of public access defibrillator.	Public liability Insurance in place (£10m). At least annual inspection of physical assets for safety/maintenance by Clerk, reported to Annual Meeting. Defibrillator registered with WMAS and inspected weekly/monthly by Clerk; no liability if checked and ok.
	Libel or slander by councillors or employees		1	3	Low (3)		Official council publications/documents approved by Clerk and Chairman or nominated councillor. Insurance (£100,000) in place from 1 June 2018.
	Negligent act or error by employee or councillor including unauthorised disclosure of personal data		1	3	Low (3)	GDPR in force 25 May 2018..	Officials' Indemnity insurance covered under Public Liability cover from 1 June 2018. GDPR compliance Action Plan in place.
Employer Liability	Non-compliance with Employment Law	Financial penalties	1	2	Low (2)		Membership of HALC and SLCC to keep up-to-date with requirements.
	Non-compliance with HMRC requirements	Financial penalties	0	2	NIL	Autela handles all HMRC issues	.
	Safety of staff, councillors and public at meetings or events	Legal action with financial loss and reputational damage	1	3	Low (3)	Meetings held on hired premises covered by premises' insurance.	Employer's Liability insurance (£10m) in place.
Personal Accident	Assault on staff or others carrying cash	Financial loss and harm to staff	1	2	Low (2)		Personal Accident (Assault) cover provided under Money insurance. However no cash handled by Council in last 3 years. (New risk established at meeting 17 May 2023)
	Accident to staff or councillors whilst carrying out duties	Claim for damages and	1	3	Low (3)		Personal Accident insurance in place.

		harm to councillors					
Legal Liability	Council acting beyond legal powers	Challenge to actions, with consequential financial loss and	1	3	Low (3)	Limited range of activities and responsibilities. Council has General Power of Competence, to be renewed at Annual Meeting in 2023.	All expenditure items have specific legal authority identified in payments schedule. Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Inadequate Minutes and documents recording authority to act	reputational damage	1	2	Low (2)	Council meets two-monthly. Committees meet as required,	Draft minutes circulated to members and approved at next meeting. Minutes made available to press and public on website
	Inadequate document control		1	2	Low (2)	No important legal documents or leases/deeds held. Minutes on numbered pages in loose-leaf minute books.	Minutes signed/initialled by Chairman. Electronic copy of minutes since 2010 on computer and off-site back-up.
<b>Councillor propriety</b>	<b>Conflicts of interest by councillors</b>	<b>Challenge to actions, with consequential financial loss and reputational damage</b>	2	3	Medium (6)	Legal requirement for councillors to complete/submit Register of Interests to county Monitoring Officer. Code of Conduct adopted. Standing Orders specify policies and procedures in line with legislation.	Code of Conduct provided to all councillors. Clerk ensures councillors submit Register of Interests and retains copy. <b>All Councillors reviewed and updated their register of interests following May 2024 Annual Meeting</b> Agenda item at Annual Meeting reminding councillors of duty to keep Register up to date, Clerk ensures Standing Orders followed. Council reviews any changes to legislation and required changes to Standing Orders at least annually at Annual Meeting.
	Gifts and hospitality to councillors		1	2	Low (2)	Legal requirement to declare gifts and hospitality received	Code of Conduct provided to all councillors.
Legal expenses	Costs of legal proceedings	Unexpected financial loss	1	3	Low (3)		Legal Expenses insurance in place (£100,000 from 1 June 2018)
Staffing	Loss of services of Clerk/RFO temporarily	Inability to act or meet legal obligations; loss of	2	2	Medium (4)	Council's sole employee and officer. Often away on other business.	Use temporary qualified Clerk service from HALC. Seek to appoint Deputy Clerk to act temporarily from time to time, at least to

		financial controls.					clerk meetings or undertake essential tasks. Deputy Clerk briefed and trained by the Clerk in main aspects of the Clerk and RFO roles.
	Loss of services of Clerk/RFO permanently		1	3	Low (3)	Council's sole employee and officer.	In interim, use temporary qualified Clerk service from HALC. Appoint any Deputy Clerk as Acting Clerk with assistance from HALC, or pay HALC to provide a qualified person to be Acting Clerk with the Deputy Clerk supporting. Advertise for permanent replacement.

The register has been fully revised including a correction to the scoring system. The scoring system uses Risk =Likelihood x Impact. Impact and likelihood are scored on a scale of 1, 2 or 3 where 1 is low and 3 is high. So risk is evaluated from 1 to 9. On the register 1 – 3 is categorised as Low, 4 – 6 as Medium and 7 – 9 as High. Note that this method can only result in risks scored as 1, 2, 3, 4, 6, & 9.

Council should review the register and make any changes it thinks necessary

(c) *To receive and consider:* the RFO's report and recommendations on Insurance

The purpose of the insurance review is to establish that the risks identified from the register, along with mitigating actions are suitably covered by the insurance policy. The main area of concern in recent years has been the cover for property, that is the fixed assets of the Council. The Clerk has secured a policy update from Zurich which has increased the cover for property to £18,000 but has asked for that to be further increased to £20,000. (Current estimated value of property is £18,393).

Apart from property cover and public liability all other cover levels are the same as previously. (Public liability has increased from £10m to £12m).

Property, all risks	£18,000
Money – cheques & in safe	£250,000
Money – elsewhere (in custody / not)	£5000 / £250
Employer liability	£10,000,000
Public liability	£12,000,000
Fidelity guarantee	£25,000
Libel and slander	£100,000
Personal accident compensation	£20,000 /£50 per week
Legal expenses	£100,000

These cover levels are satisfactory for a Council of this size and activity.

The premium however, from 1 June 2025 renewal, has increased from £167 to £472. In view of this price increase other quotations are being sought. The Clerk requests that he is granted delegated authority to renew the insurance with a supplier he thinks best fits Council's needs, up to a maximum of the Zurich renewal premium of £472.

#### 41/25 Dates of meetings for 2025-26

*To receive and approve:* meeting dates for the following year:

Wednesday 16 July 2025, Wednesday 17 September 2025, Wednesday 19 November 2025, Wednesday 21 January 2026, Wednesday 18 March 2026, Wednesday 20 May 2026 (Annual Meeting) all at 7.30pm.

In line with past arrangements the May 2026 meeting will be held in Risbury as will the January 2026 & March 2026 meetings. The July, September and November 2025 meetings will be held in Stoke Prior Village Hall.

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## Ordinary Business

### 43/25 Planning Committee and Planning updates

(a) *To consider for comment:* new applications to be determined by Herefordshire Council

#### **Ford & Stoke Prior**

##### **251098 Land adjoining Croft Gate Farm, Stoke Prior.**

Application for approval of details reserved by conditions 3 & 4 attached to planning permission 20070

#### **Humber**

No new applications

(b) *To note:* updates on current planning applications

#### **Ford & Stoke Prior**

##### **242476 Railway Cottage Stoke Prior HR6 0LQ**

Proposed external insulation and render to gable end and back of house. **Approved with Conditions**

##### **250389 The Dingle Stoke Prior Lane HR6 0NB**

Application for variation of condition 2 of permission P241774/FH to allow minor alterations to the design to raise the height of the roof. **Approved**

##### **241366 Land at Lamb Inn, Stoke Prior, HR6 0NB**

Proposed change of use of the Lamb Inn Public House to use as a single dwelling house and retention of external staircase, first floor terrace and railings. **Refused**

##### **233094 Priory Farm Stoke Prior HR6 0ND.**

The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store. **Approved with Conditions**

##### **223610 Land north of Bowley Court farm**

Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective). **Undecided.**

##### **204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH**

Proposed construction of a new self-build custom home and garage **Undecided - on hold due to phosphates**

#### **Humber.**

##### **241806 Oak Tree View Risbury HR6 0NQ**

Proposed Conversion of Building to a self-build dwelling House **Undecided**

##### **212600 Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses). **Undecided - on hold due to phosphates**

##### **212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.

**Undecided- on hold due to phosphates.**

##### **211802 Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687. **Undecided**

##### **193259 New House Farm Risbury HR6 0NQ**

Outline planning for proposed housing development on land at New House Farm. Pending S106 agreement. **Undecided**

## 44/25 General Financial Matters

*To consider:* Purchase of a replacement computer in preparation for Windows 11

Windows 10 goes out of support in October 2025. In many cases a new machine will be required for current users due to Windows 11 supporting a limited list of hardware. Both Pencombe & HFSP require new machines.

It is worth considering buying locally to obtain local support if required. The following suppliers are in Hereford, have support capability and are easily accessible if necessary.

The following machines are pre-loaded with W11

Machine	Price ex VAT	Supplier	Notes
HP 255 G9	£375	CSS Computers Hereford	Current supplier to HFSP. Provides expert support when required
ACER Aspire 3	£340	Currys, Hereford	Mainstream supplier with enough expertise to solve common problems
HP 250 G9	£575	John Finch Computers, Hereford	Support capability but rather expensive.

Council already subscribes to Microsoft 365 which can be transferred to a new machine.

Security/Anti-virus, software is prudent Norton, McAfee, AVG etc £21.00+VAT/year

In total about £400+VAT is required for a new machine and software suite. The Clerk seeks authority to order a machine and software within the £400+VAT limit from whichever supplier he believes will provide the best value package including support capability.

### ***To consider: opening a deposit account for reserves/surplus funds***

Finding an interest bearing deposit account has been very difficult over the past few years. No bank will entertain an application unless the current account is held at the same bank. Unity Bank deposit accounts have a minimum funds requirement of £85,000. Building Societies have not offered their savings products to local Councils. However, that has changed recently and Hinckley & Rugby Building Society are now seeking business with local Councils. With an interest rate of 3.4% AER gross – higher than Unity (3.06%) - the Society is competitive and the RFO recommends that Council opens a 90-day notice account. If agreed the application form is already completed and should be signed by the signatories. It is recommended that the signatories are the same as the Unity account.

### ***To consider: Salary award to the Clerk for 2024-25***

Revised salary scales for local government employees for the year starting 1 April 2024 have recently been published. For the Clerk at scale point 26 the increase is £0.62 per hour backdated to 1 April 2024. The published rates follow-

**LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25, a comparison with 2023/24 agreement**

SCP	01 April 2024		1 April 2023		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£22,737	£11.82	
4	£24,404	£12.65	£23,114	£12.01	
5	£24,790	£12.85	£23,500	£12.21	
5	£24,790	£12.85	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	£23,893	£12.42	
7	£25,584	£13.26	£24,294	£12.63	
8	£25,992	£13.47	£24,702	£12.84	LC1 (7-12) (substantive benchmark range)
9	£26,409	£13.69	£25,119	£13.06	
10	£26,835	£13.91	£25,545	£13.28	
11	£27,269	£14.13	£25,979	£13.50	
12	£27,711	£14.36	£26,421	£13.73	
13	£28,163	£14.60	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	£27,334	£14.21	
15	£29,093	£15.08	£27,803	£14.45	
16	£29,572	£15.33	£28,282	£14.70	
17	£30,060	£15.58	£28,770	£14.95	
18	£30,559	£15.84	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	£29,777	£15.48	
20	£31,586	£16.37	£30,296	£15.75	
21	£32,115	£16.65	£30,825	£16.02	
22	£32,654	£16.93	£31,364	£16.30	
23	£33,366	£17.29	£32,076	£16.67	
24	£34,314	£17.79	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	£33,945	£17.64	
26	£36,124	£18.72	£34,834	£18.10	
27	£37,035	£19.20	£35,745	£18.58	
28	£37,938	£19.66	£36,648	£19.05	
29	£38,626	£20.02	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	£38,223	£19.87	
31	£40,476	£20.98	£39,186	£20.37	
32	£41,511	£21.52	£40,221	£20.90	

Council is asked to approve this increase and authorise the arrears of approximately £330

To approve: the authorisation of payments

Bank balance on 15 May 2025 £15390.41

**Payments made since last meeting.**

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	414.21	0.00	414.21	February 2025 salary
2	A M Drew	414.21	0.00	414.21	March 2025 salary (payable 25 March 2025)
3	Barrington Print	448.00	0.00	448.00	Inv 13625 Feb 2025 Pump. 360 copies x32 pages
4	Barrington Print	460.00	0.00	460.00	Inv 13741 March Pump 360 copies x36 pages.
5	Humber Parish Rooms	24.00	0.00	24.00	Room hire 19 March 2025
6	Humber Parish Rooms	24.00	0.00	24.00	Room hire 15 January 2025
7	A M Drew	584.08	116.82	700.90	Refund for Lengthsman advert Hereford Times
8	A M Drew	37.49	7.50	44.99	Refund for Office 365 software
9	HMRC	276.00	0.00	276.00	PAYE February 2025
10	HMRC	276.00	0.00	276.00	Paye March 2025
11	HALC	637.20	127.44	764.64	Subscriptions 2025-26
12	Enviroloo	166.67	33.33	200.00	Hire of toilets for Community Week
13	Autela	85.28	17.06	102.34	Payroll (4 months)
14	Bank service charges	6.00			
					Financial year end
15	Alex Davidson	300.00			Lengthsman Low Brook, Risbury
16	Alex Davidson	600.00			Lengthsman Wheelbarrow Castle
	<b>TOTAL</b>	<b>4753.14</b>	<b>302.14</b>	<b>4149.28</b>	

**Income received since last meeting –**

No.	Name	Amount £	Details
1	Broxton	250.00	Pelli Tec advert for Parish Walks
			Financial year end
2	HCC Creditors	11348.00	Precept part 1
3	JP Ltd	400.00	TP78 Pump advert
4	Radway Bridge	210.00	Pump advert
5	Grove Golf & Bowl	400.00	Pump advert
6	Matthew Newman	17.50	Pump advert?
	<b>TOTAL</b>	<b>12625.50</b>	

**Payments for Authorisation**

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	Clerk's April 2025 salary
2	A M Drew	552.21	0.00	552.21	Clerk's May 2025 salary payable 25 May 2025
3	Barrington Print	460.00	0.00	460.00	INV-13951 May 25 Pump
4	Barrington Print	460.00	0.00	460.00	INV-13858 April 25 Pump
5	Geosphere	30.00	6.00	36.00	Parish online mapping services
6	HMRC PAYE	178.98	0.00	178.98	01/04/2025 PAYE
7	HMRC PAYE	178.98	0.00	178.98	01/05/2025 PAYE
			0.00	0.00	
	<b>TOTAL</b>	<b>2412.38</b>			

Council is invited to authorise these payments

## 45/25 Lengthsman & PROW

*To receive:* update on appointing a new Lengthsman for 2025-26

The candidate for Lengthsman – Alex Davidson - who has done the work at Low Brook and Wheelbarrow Castle has not responded to several messages asking if he wishes to apply for the position of Lengthsman for 2025-26. Another resident has volunteered to take on the work. The Clerk will meet with him before the Council meeting and will provide an update at the meeting.

*To receive:* update on current Lengthsman activities including participation in 2025-26 scheme  
Alex Davidson has completed two projects at Wheelbarrow Castle and Low Brook, Risbury. He has been paid for these projects (£900) and Herefordshire has raised a refund payment to Council. There is still over a month left to complete the drainage works and a further update will be given at the meeting.

The Lengthsman scheme for 2025-26 has been published already. The details are the same as in previous years - £2376 for annual maintenance plan of Public Realm and £1188 match funding for a “Nominated Task”. Assuming Council wishes to participate again in the scheme the Chairman should sign the contract.

*To consider:* any other works required within the Group Parishes.

If Councillors know of any new projects please raise them when this item is discussed. Remaining works from the 2024-25 program will be completed subject to a quick review that these works still remain priorities.

## 46/25 Flood Group

*To receive:* any update on flood prevention/mitigation initiatives

*To consider:* any plans for summer flood prevention works

Cllr Yair has provided the following update-

### **Community Flood Equipment**

*I have submitted an EOI to Herefordshire Council for Community Flood Equipment. Options available include:*

- Sandbags
- HydroSnakes
- Safe storage
- Other simple equipment e.g. temporary portable flood barriers, shovels, torches, high visibility PPE, resilience stores, etc

*Waiting for response to the EOI.*

### **Community Flood Signage Scheme**

*The Community Flood Signage Scheme (CFSS) allows trained volunteers to close roads during times of flooding. The scheme promotes road safety but also stops vehicles creating bow waves that can cause further damage to property. The scheme is administered by Balfour Beatty Living Places (BBLP) on behalf of Herefordshire Council.*

*(BBLP will continue to attend highway flooding incidents and close roads, as necessary. The CFSS supplements this work and allow members of the community to close roads during times of flooding possibly sooner than BBLP may be able to attend otherwise).*

### **Where MAY BE eligible for a CFSS?**

- *Locations where roads are frequently affected by severe flooding. For example:*
  - *Roads become impassible.*
  - *Driving through the flood water creates bow waves which can cause damage to nearby properties.*
  - *There is a clear risk that drivers could become stranded.*
- *Only locations where there are a sufficient number of willing volunteers will be eligible to ensure the longevity of the scheme.*

### **Where IS NOT suitable for a CFSS?**

- *Unlit A-roads with a 60mph speed limit.*

- **Locations:**
  - with limited numbers of volunteers.
  - that are not frequently or severely affected by flooding.
  - with no viable turning points for vehicles near to the proposed closure point/s.

**Community flood signage scheme requests are assessed on a case-by-case basis.**

**Initial information required to consider the eligibility of a CFSS:**

A map indicating where 'road closed' signs are proposed, such as roads that experience flooding in your local area.	✓
Photographic evidence of the road(s) during a period of flooding to demonstrate flood extent.	✓
The speed limit on the road(s).	✓
A named contact, including full name, phone number and email address, role in community (for example Ward Member, parish councillor, flood group representative, village hall volunteer).	
The number of volunteers willing to participate in the scheme.	
Where you intend to store the equipment (such as road signs, personal safety equipment).	
Confirmation that all volunteers are prepared to undertake in-person training	

**Potential Sites to consider in Humber, Ford & Stoke Prior:**

- 1) Ford Bridge
- 2) Wheelbarrow Castle
- 3) Bowley Lane / Risbury Mill
- 4) Bowley Lane / The Heath
- 5) (Humber Close)
- 6) (A44 Tick Bridge)
- 7) Any others?

**47/25 Current projects**

*To receive:* any updates on current projects

Traffic & Road Safety Cllrs. Grace & Marston  
 Environment Cllrs. Yair & Hinton

*To consider:* new projects for 2025-26

**48/25 Matters for information and future business**

*To note:* any other matters for information or future decision.

The next meeting will be on Wednesday 16<sup>th</sup> July 2025 in Stoke Prior Village Hall